



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 15 - 040

OPEN TO: **All Interested Candidates/All Sources**

POSITION: **Physician, FSN-11; FP-4**
(Salary approx. Tk. 84,500 per month)

OPENING DATE: **June 7, 2015**

CLOSING DATE: **June 13, 2015** (before 4:30 p.m.)

WORK HOURS: Part-time; 20 Hours/5 days per week

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy Dhaka is seeking applications for the position of **Physician** in the Health Unit (HU).

BASIC FUNCTION: The incumbent serves as the Medical Physician and is responsible for providing medical services (i.e., diagnosis and treatment of patients) to direct-hire employees and dependents of all ICASS-paying agencies at post as primary care physician. This may include providing primary health care to a large, disparate population; develops and coordinates Health Promotion Programs; maintains current working knowledge and relationships with local medical providers and facilities; assists with



coordination of Medical Evacuations; and some Post-specific responsibilities i.e. conducts hospital visits (for inpatients), conducts workplace health and safety survey with the POSHO and Medical Technologist, maintains accident log/accident reporting per MED/SHEM guidelines etc. S/he reports to the RMO and in absence of the RMO, reports to the Management Officer for day-to-day issues, and to the covering RMO for medical concerns.

MAJOR DUTIES AND RESPONSIBILITIES:

- Serves in the equivalent capacity of a Foreign Service medical officer at post, providing primary health care to a large, disparate population;
- Develops and Coordinates Health Promotion Programs;
- Maintains current working knowledge and relationships with local medical providers and facilities;
- Assists with Coordination of Medical Evacuations;
- Performs some Post-specific responsibilities.

QUALIFICATIONS REQUIRED:

- 1. Education:** A Doctorate in Medicine (M.D.) is required and at least 3 year of Primary Care Residency training from a recognized US, Canadian, or Western Medical School; Board Certified or equivalent in primary care specialty such as Family Medicine or Emergency Medicine. *(You must attach a copy of your doctorate degree certificate along with your application form.)*
- 2. Language Proficiency:** Level IV (Fluent) English speaking/ reading is required. English language proficiency will be tested.
- 3. Prior Work Experience:** Minimum of 6 months' of progressive U.S., Canadian or Western medical practice experience encompassing internal medicine, family practice, emergency medicine, and ob/gyn is required.
- 4. Knowledge:** Must have general practice knowledge and understanding to deal with all types of cases seen in Health Unit Specifically:
 - Knowledge of evidence-based diagnostic and treatment protocols based on current medical literature
 - Knowledge of health and physical assessment, proper nutrition, and related programs
 - Good working knowledge of local medical system and facilities

- Must have knowledge and understanding of Advance Cardiac Life Support, Pediatric Advance Life Support, Advance Trauma Life Support, and Emergency Preparedness for chemical, biological and radiological situations
- Must have regularly attended annual Continuing Medical Education (CME) training and seminars to stay current with medical practice a US and European standard.
- Must be aware of occupational, safety and health administration regulations and practice in line with US standards
- Familiarity with USG and DOS medical regulations and administrative procedures, especially those involving medical evacuations
- Good knowledge of social/political/governmental/ educational/academic/economic structures required.

- 5. Skills and Abilities:** Strong interpersonal and counseling skills; solid leadership ability to tactfully deal with patients, families, and allied health professional to include the capacity to achieve the cooperation and confidence of patients, coworkers, supervisors, subordinates and allied medical professionals; ability to manage a health unit
- Ability to cope with medical crises
 - Skill in evaluating patient care needs, ability to gather relevant clinical data, perform thorough physical examinations
 - Must be sensitive to needs and feelings of others and be approachable to every person at post in order to obtain and maintain the trust and confidence of employees and dependents
 - Maturity, stability, objectivity, resourcefulness, adaptability and sound professional judgment are essential in this position
 - Must be flexible and able to learn from the Department of State Procedures
 - MS Office software program skills are required
 - Must have a customer-service orientation.

SELECTION PROCESS:

It is essential that candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** When equally qualified, US Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.



3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold a security clearance.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Form DS-174, "Universal Application for Employment as a Locally Employed Staff or Family Member" (UAE). **This form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand.

[Application Form](#)

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

All Bangladeshi applicants must complete the application form and must attach the following documents; if you do not attach the below mentioned documents, your application will be considered incomplete and will not be processed further:

- I) A passport size photograph (taken within six months), and**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**



Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

ADDRESS YOUR APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

SUBMIT APPLICATION TO:

All candidates must submit the **Universal Application for Employment form** DS-174 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/> (Go to “About Us” and click on “Job Opportunities”)

POINT OF CONTACT:

Human Resources Assistant
Telephone #88 02 5566 2000 (between 10am to 11am Sunday through Thursday)



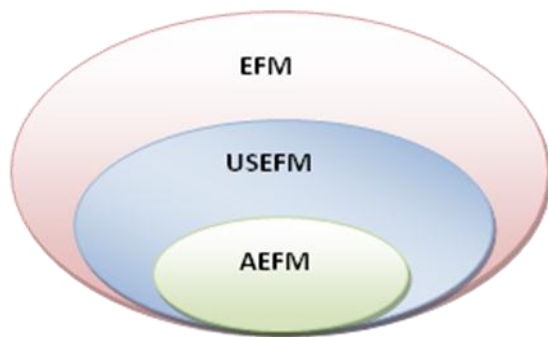
CLOSING DATE FOR THIS POSITION: June 13, 2015

The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,



Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.



A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Cleared by:

HRO: x

MED: x

FMO: x